

WEIGHTS AND MEASURES INSPECTOR

DEFINITION: Under general supervision, performs work of routine difficulty involving the inspection and testing of weight scales and gasoline pumps for meter reading accuracy; monitors business practices to assure consumer laws of the Navajo Nation are complied with; investigates consumer complaints of a non-technical nature; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Inspects and tests counter and pre-package scales to ensure all packages are sold without tare weights and checks for outdated commodities; inspects and tests metering devices to assure accurate volume; tests each grade of gasoline for octane and meter reading; inspects and tests propane and wool scales to assure accurate weighing; inspects and tests livestock, vehicle and belt conveyor scales to ensure accuracy and tolerances; communicates with business managers regarding inspections and testing.

Signs test reports indicating if equipment reading and scales are within specification; utilizes and applies specifications outlined in the National Institute Standards and Technology Handbook; returns for re-inspection after servicing or corrections have been complied with; responds to consumer complaints through investigative measures; interviews consumer, reviews correspondence and examines evidence to determine if a violation has occurred; writes citations; prepares written reports as related to inspections, violations, approvals, and out of services; refers non-compliance cases for legal proceedings.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of federal, state and Navajo Nation laws, rules and regulations related to weights and measures.

Knowledge of technical equipment utilized in the inspection and licensure of weights and scales.

Knowledge of occupational safety and health rules and regulations.

Knowledge of National Institute of Standards and Technology specifications, tolerances and technical requirements.

Knowledge of customer service and public relations methods and practices.

Knowledge of record keeping and file maintenance.

Knowledge of computer hardware, software and peripherals.

Skill in inspecting, testing and licensing scales, weights, electronic measuring devices and pumps.

Skill in investigating customer complaints.

Skill in safely utilizing specialized testing equipment, weights and scales.

Skill in safely testing industrial scales at coal and power companies.

Skill in utilizing customer service/public relations techniques when responding to complaints and inquiries.

Skill in establishing and maintaining effective working relationships.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work requires extensive travel throughout the Navajo Nation utilizing equipment weighing up to 100 pounds with possible exposure to chemicals, fumes and toxic dusts and materials.

MINIMUM QUALIFICATIONS: An Associate's degree in Mathematics, Metrology, or related field; and two (2) years experience in weights and measurement technology, mechanical or electronic trades requiring the use of calibrated test equipment and applied logic; or a high school diploma or GED; and

THE NAVAJO NATION

Class Code: 3007
Natural Resources and Parks Series
Assessment and Inspection Group
Overtime Code: Non-Exempt
Pay Grade: 60

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four (4) years experience in weights and measuring technology work. Must possess a valid state driver's license.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.